

MEMORANDUM FOR: Deputy Director of Logistics

FROM:

[REDACTED] Chief, Real Estate and Construction Division, OL

SUBJECT: Headquarters Storage Alternatives

1. Objective: The objective of this memorandum is to suggest a workable solution to the lack of storage space at Headquarters which manifests itself in corridors obstructed by material awaiting final disposition.

2. Background Information: The intent of Congress, when providing for a permanent residence for the Metropolitan Washington Area portion of the Agency, was to place the entire Agency in a new building on the Langley site. The ground floor was planned to house primarily the shops, storage, receiving, and various other housekeeping and support functions. Unfortunately, the level of funding ultimately provided made it necessary to reduce actual construction by such an amount that people were inserted into the ground floor of the new structure at the direct expense of the support facilities intended. To this day, problems still exist in areas where people are situated in areas served by heating, ventilating, and air-conditioning (HVAC) systems originally designed and installed to handle bulk storage or light industrial conditions rather than people loads. In theory, the use of warehouse facilities at the [REDACTED] combined with management and freight handling methods would "meter" deliveries

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into the Headquarters Building at a rate that could be processed through the receiving dock and absorbed into the operation of the building either by direct delivery to the user or by temporary storage in the limited space assigned to Building Services Branch (BSB). Obviously, commodities such as paper, forms, and certain office equipment would be impractical to receive on a daily or as needed basis. Similarly, there is a disposal requirement involving everything from unclassified trash to empty boxes, pallets, used furniture and even electronic or HVAC equipment which may or may not have useful service life remaining when removed from service. Not insignificant is the fact that materials in the halls belong to diverse Agency sources such as ODP computer equipment and cable, OC electronic equipment and cable, OL special-use HVAC equipment, and other material such as GSA pipe, conduit, wire, HVAC equipment and miscellaneous material to be discarded. (See attachment 13 for a typical situation.)

3. Problems: The present situation finds a danger of imbalance between the input and withdrawal of various material to the Headquarters facility which sooner or later overfills both the receiving area and the BSB area and spills into the halls.

STAT records indicate that from 23 July to 31 December 1981, shipments to Headquarters averaged 249 items per work day with a mean weight of 13,248 lbs. and standard deviation of 7,952 lbs.

Macromanagement of materials may be considered a solution to the problem without need for construction; however,

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given the realities of priorities as they occur, this has not worked in the past and may never work over a sustained period in the future unless (and perhaps even if) specific personnel resources are assigned to this problem with it as their primary function.

Interior building space, while avoiding complex material handling problems, is the most difficult to acquire and unless someone or something can be successfully relocated is, almost by definition, not available.

Any space considered outside of the main building entails all the problems of the existing use of the facility STAT except for the actual road time involved per trip. Additionally, unless a loading dock is available at such a remote facility, the material handling problem will be even more complex and manpower intensive.

Any visible new construction on the compound will present the usual requirement to: (1) find suitable space, (2) obtain necessary internal approvals and funding, (3) obtain necessary external approvals (GSA, NCPC, Fine Arts, etc.), and (4) physically construct. Note: If a site which is "not visible" can be determined, the external approval process might be lessened or perhaps avoided.

Any new space will of course have to be managed very carefully to avoid becoming full of material having possible future utility to avoid early saturation and return to the present problem.

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The GSA carpenter shop space in the south basement duct tunnel contains over 7,000 square feet of space which has been used primarily for storage of movable metal partitions and associated component parts. This material is typified by blank panels, door frames, doors, filler panels, etc., in considerable quantity. Because of its age and source, it is doubtful that replacement parts can be obtained. Therefore, it has been the policy to hang onto this material in case of necessity to move, modify, or add on to such partitions throughout the building. A conscious decision to eliminate this type of future construction in the building with a correspondent understanding that standard drywall or metal studs would be used in the future would make most of this space available to GSA for other purposes.

4. See page 5 for alternatives.
5. See page 6 for recommendations.

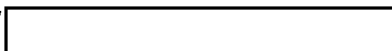


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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Headquarters Storage Alternatives

FROM:

James H. McDonald
Director of Logistics
2C02 [] Building

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1.

DDA
7D24 Hqs.

Harry,

2.

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The alternatives to the ground floor storage problems are attached herewith. I would caution that the relative construction times assume that appropriate funding and approvals are accomplished up front. Additionally, the easiest alternative to fund may be the most difficult to get approved by NCPC or vice versa. Please let me know if additional detail on any particular scheme would be useful.

James H. McDonald
Director of Logistics

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Headquarters Storage Alternatives

DD/A Registry

82-0075/1

FROM:

James H. McDonald
Director of Logistics
2C02 [] Building

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DATE

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OFFICER'S INITIALS

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1.

DDA
7D24 HQS

4 FEB 1982

[Signature]

Harry,

2.

3.

D/OL

[Signature]

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DD/C

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Regarding this item, the engineering alternatives and associated cost estimates have been drafted, but we would like to delay final submission of this package to you for approximately two weeks to include some other alternatives which we are considering. They would involve increased staffing levels and increased frequency of deliveries to Headquarters.

We want to discuss these latter issues with [] the new Chief, Logistics Services Division, OL, before we make a final recommendation.

[Signature]

James H. McDonald

1-3

OK

4 FEB 1982

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3. DD/L	<i>Q</i>	<i>1-29</i>
4. <i>DEO</i>	<i>BA</i>	<i>29-1</i>
5. <i>DL - Jim - I'm reading copy so don't relay it.</i>		<i>1-29</i>

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
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Coordination	Justify	

REMARKS

Dan

RECD - Returned per note to DDA

The Headquarters storage alternatives study is attached. Obviously it does not cover every conceivable location or type of construction, but it may be useful to focus on desired area for discussion or study in more depth.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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 OPTIONAL FORM 41 (Rev. 7-76)

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Headquarters Storage Alternatives

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The attached study has been reformulated to include clarification of the points raised by the DD/L in his note of 29 January. Also, with the changes in the front office the report conclusions have been redirected to reflect input.